



Deputy License Inspector

Department: License Inspection

Class Code: 2413

EEO Code: 24

FLSA: N

Effective: 01/01/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty conducting a variety of inspections in the enforcement of laws and codes involving business, professional and vehicle licensing; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only)

Conducts County-wide inspections of businesses to ensure proper licensing as required by law and ordinances;

Determines proper category and assessments for business license applications processed in the field;

Inspects construction sites to ensure all contractors are properly licensed;

Conducts county-wide inspections of vehicles to ensure proper licensing as required by law and ordinances, and confirms current registration and County jurisdiction of questionable vehicles;

Initiates and follows-up on all license violators;

Requests summons and prepares necessary paperwork;

Prepares for and testifies in court;

Responds to inquiries from the public concerning policy issues and County code interpretations;

Collects delinquent business license fees and assists in the collection of Personal Property taxes generated as a result of delinquent vehicle licenses;

Prepares reports;

Polices unlicensed and inoperative vehicles;

Performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the laws and ordinances governing business, professional and vehicle licensing; of the scope and activities of local businesses; of local government operations as they relate to licensing administration and enforcement. Considerable skill in interpreting and applying laws and ordinances in the enforcement of licensing provisions; in researching and identifying violations and conducting necessary follow-up; in working effectively with a variety of individuals; in communicating effectively, both orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for an associates degree in business, law enforcement or related field and two (2) years experience in law enforcement or related field; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Valid Virginia driver's license.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
